

Records Disposal
Authority
**Department of
Transport and Regional
Services**

Job no 2004/616220

15 March 2005



Australian Government

National Archives of Australia

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INTRODUCTION

Disposal authorisation

Under Section 24 of the Archives Act 1983 a person must not engage in conduct that results in the destruction or other disposal of a Commonwealth record; or the transfer of the custody or ownership of a Commonwealth record; or damage to or alteration of a Commonwealth record; unless the action of disposal is positively required by law, or takes place with the permission of the Archives or in accordance with a normal administrative practice of which the Archives does not disapprove.

Advice on the provisions of the Archives Act may be obtained from the Canberra Office of the National Archives of Australia.

Where required, the Archives gives its permission for the destruction or other disposal of Commonwealth records by issuing disposal authorities. The Archives also uses disposal authorities to identify classes of records that have been appraised as requiring retention as national archives, or to modify or withdraw its permission for disposal.

Disposal authorities may be issued to a particular agency or agencies, or may be of general application within the Commonwealth.

Purpose of this authority

This authority authorises the destruction or other disposal of Commonwealth records as required by the Archives Act. It may also contain descriptions of records to be retained as national archives.

The requirements to retain records are based on business needs, broader organisational accountability and community expectations. This authority takes into consideration the interest of all stakeholders including the agency and its administrative needs in discharging its functional responsibilities, as well the Archives' stakeholders' interests in the selection and preservation of records as national archives. For information on the Archives' appraisal objectives and the selection of records as national archives, see the Archives' publication *Why Records are Kept, Directions in Appraisal*.

Using this authority

This authority applies only to the records or classes of records described in the authority. The destruction or other disposal of records can be made only in accordance with the specific requirements set out in this authority.

This authority is to be used to sentence records. Sentencing involves the examination of records in order to identify the individual disposal class to which they belong. This process enables the sentencing officer to determine the appropriate disposal action for the records. Advice on sentencing can be obtained from your nearest National Archives office.

Where the method of recording the information changes (eg from a manual card system to an electronic system, or when information is migrated from one system to a new system) this authority can still be used to sentence the records created, providing the records document the same function and activity. The information must be accessible for the period of time prescribed in the authority. Agencies will need to ensure that any software, hardware or documentation required to enable continuing access to the data is available for the periods prescribed.

The authority may include specific requirements to destroy records but generally retention requirements indicate a minimum period for retention. The agency may extend minimum retention periods if it considers that there is an administrative need to do so. Where an agency believes that its accountability will be substantially compromised because a retention period or periods are not adequate, the agency should contact the National Archives for review of the retention period.

This authority should be used in conjunction with the Administrative Functions Disposal Authority (AFDA) issued by the Archives to cover housekeeping and other administrative records common to most Commonwealth agencies. For certain agencies, it is not appropriate to use all the disposal coverage in AFDA because some of the activities as described, or retention requirements identified, do not meet the agencies' needs. If this is the case, alternative disposal arrangements may be included in this authority or may have already been included in an earlier records disposal authority.

Records already sentenced as 'retain permanently' using previous Records Disposal Authorities (RDAs) and which fall within the date range of the function(s) scoped in this authority should now be re-sentenced.

From time to time the National Archives places 'freezes' on the disposal of some groups of records, which places a moratorium on the destruction of these records. If you require further information about disposal freezes and whether they affect the application of this Records Disposal Authority, please contact the National Archives at recordkeeping@naa.gov.au

Appropriate arrangements need to be made with the National Archives when records are to be transferred into custody. The National Archives accepts for transfer only those records designated as national archives.

Amendment of this authority

The National Archives must approve all amendments or variations to the classes in this authority. Officers who have difficulty using the authority should approach the agency Records Manager. If there are problems with the application of the authority that cannot be resolved by the agency, the Records Manager should contact the National Archives.

CONTACT INFORMATION

1. For requests to change this authority contact the Canberra Office of the National Archives of Australia

Queen Victoria Terrace
Parkes ACT 2600
PO Box 7425
Canberra Mail Centre ACT 2610

Tel: (02) 6212 3610
Fax: (02) 6212 3989
Email: recordkeeping@naa.gov.au
Website: www.naa.gov.au

2. For sentencing advice contact your local office of the National Archives.

The address and phone number of your local office can be found at the National Archives website address above.

RDA Job No 2004/616220

AUTHORISATION

RECORDS DISPOSAL AUTHORITY

**Person to whom notice of
authorisation is given:**

Chief Information Officer
Dept of Transport & Regional Services
Level 2, 111 Alinga Street
Canberra 2600

Purpose:

AUTHORISES ARRANGEMENTS FOR THE DISPOSAL OF
RECORDS IN ACCORDANCE WITH SECTION 24(2)(b) OF
THE ARCHIVES ACT 1983

Application:

Records of regional services development and local government;
territory policy and development; transport environment
management; transport infrastructure development; transport
safety; transport services and regulations.

This authorisation applies to only the disposal of the records described on the authority in accordance with the disposal action specified on the authority. The authority will apply only if disposal takes place with the consent of the agency that is responsible at the time of disposal for the functions documented in the records concerned.

Authorising Officer
National Archives of Australia

15 March 2005

Steve Stuckey
Assistant Director-General
Collection Preservation and Management

***For further information about applying the disposal classes, contact the
Chief Information Officer – Department of Transport and Regional Services.***

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9291 | Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the regional services development and local government function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1942 -) | Retain as national archives |
| Class no. 9292 | Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1942 -) | Destroy 10 years after action completed |
| Class no. 9293 | Records documenting the receipt and provision of external advice on regional services, development and local government issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1942 -) | Destroy 5 years after action completed |
| Class no. 9294 | Records documenting the receipt and provision of internal advice on regional services, development and local government issues. (Date range: 1942 -) | Destroy 1 year after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Advice.

For liaison through committees, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT – Committees.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9295 | Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1942 -) | Destroy 3 years after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9296 | Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1942 -) | Retain as national archives |
| Class no. 9298 | Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1942-) | Destroy 20 years after last action |
| Class no. 9297 | Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1942-) | Destroy 20 years after last action |
| Class no. 9299 | Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1942 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9300 | Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1942-) | Destroy 15 years after completion or other termination of contract |
| Class no. 9301 | Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1942 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9302 | Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1942 -) | Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9303 | Delegations of power to agency staff to authorise administrative action relating to regional services development and local government. (Date range: 1942 -) | Destroy 7 years after delegation expires |
| Class no. 9304 | Authorisations for administrative action relating to the regional services development and local government function. (Date range: 1942-) | Destroy 7 years after action completed |

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For forums and the meetings of individuals that are not considered committees, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9305 | Records of committees formed to consider significant matters relating to regional services development and local government, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1942 -) | Retain as national archives |
| Class no. 9306 | Records of all other committees and/or subcommittees formed to consider specific matters relating to the regional services development and local government function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1942 -) | Destroy 5 years after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Committees- Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agenda etc.

For forums and the meetings of individuals that are not considered committees, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9307 | Working papers documenting the conduct and administration of committees which consider matters relating to the regional services development and local government function. Includes: <ul style="list-style-type: none"> • agenda • notice of minutes • draft minutes (Date range: 1942 -) | Destroy when no longer required for administration or as a reference document |

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Tendering.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9308 | Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1942 -) | Destroy 7 years after completion or other termination of contract |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9309 | Records documenting the management of specific customer services provided to the public e.g. managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. (Date range: 1942 -) | Destroy 3 years after action completed |
| Class no. 9310 | Records documenting the development of service charters and directives relating to the provision of services to the organisation's public clients. Includes copies of internal directives and charters. (Date range: 1942 -) | Destroy 3 years after superseded |

Disaster Relief

The activities associated with mitigating, minimising and rectifying the effects of natural disasters on communities. Includes trust funds, rebuilding grants and emergency accommodation.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9311 | Records documenting significant disaster relief activities for natural disasters of lasting national interest such as disasters involving loss of life and/or that have a significant impact on the community. (Date range: 1999 -) | Retain as national archives |
| Class no. 9312 | Records documenting disaster relief activities including the provision of trust funds, rebuilding grants and emergency accommodation. (Date range: 1999 -) | Destroy 14 years after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the Department of Transport and Regional Services broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9313 | Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to regional services development and local government. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1942 -) | Destroy 5 years after action completed |
| Class no. 9314 | Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific regional services development and local government programs and services. (Date range: 1942 -) | Destroy 2 years after last action |

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9315 | Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1942 -) | Destroy 2 years after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes systems analysis and ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Reviewing.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9316 | Records documenting the evaluation and ongoing monitoring of regional services development and local government programs and services. (Date range: 1942 -) | Destroy 5 years after action completed |

Meetings

The activities associated with ad hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9317 | Final version of minutes and supporting documents tabled at meetings held to support the regional services development and local government function. Includes meetings with external agencies. (Date range: 1942 -) | Destroy 3 years after action completed |
| Class no. 9318 | Working papers documenting the conduct and administration at meetings held to support the regional services development and local government function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1942 -) | Destroy when no longer required for administration or as a reference document |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Evaluation.

For the analysis and interpretation of data, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Statistical Analysis.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9319 | Records documenting the collation of statistics and data relating to the regional services development and local government function. Includes: <ul style="list-style-type: none"> • project definitions • scope • methodology • accompanying report (Date range: 1942 -) | Destroy 20 years after action completed |
| Class no. 9320 | Statistics and raw data collected from industry and community sources. (Date range: 1942 -) | Destroy 20 years after action completed |
| Class no. 9321 | Master copy of guidelines for the collection of data. (Date range: 1942 -) | Destroy when guidelines are superseded |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9322 | Final version of plans relating to the regional services development and local government function. (Date range: 1942 -) | Destroy 3 years after plan is superseded |
| Class no. 9323 | Working papers used to develop all plans. Includes draft plans, reports analysing issues and comments received from all areas of the organisation. (Date range: 1942 -) | Destroy 1 year after adoption of the final plan |
| Class no. 9324 | Copies of all regional services development and local government plans. (Date range: 1942 -) | Destroy when no longer required for administration or as a reference document |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9325 | Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the regional services development and local government function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1942 -) | Retain as national archives |
| Class no. 9326 | Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the regional services development and local government function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1942 -) | Destroy 20 years after policy is superseded |
| Class no. 9327 | Working papers relating to the development and establishment of regional services development and local government policies. (Date range: 1942 -) | Destroy 3 years after the policy is superseded |
| Class no. 9328 | Copies of regional services development and local government related plans. (Date range: 1942 -) | Destroy when no longer required for administration or as a reference document |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9329 | Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1942 -) | Destroy 5 years after procedures are superseded |
| Class no. 9330 | Records documenting the development of procedures. (Date range: 1942 -) | Destroy 1 year after production of procedures |
| Class no. 9331 | Copies of manuals, handbooks, directives etc. (Date range: 1942 -) | Destroy when no longer required for administration or as a reference document |

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Policy.

For the procedures to be followed relating to program funding, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9332 | Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1942 -) | Destroy 7 years after completion of the program or project |
| Class no. 9333 | Unapproved applications for funding. (Date range: 1942 -) | Destroy 3 years after last action |
| Class no. 9334 | All working papers on the allocation of funds. (Date range: 1942 -) | Destroy 3 years after completion of program or project |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9335 | Final version of formal internal reports and reports made to external agencies. (Date range: 1942 -) | Destroy 5 years after action completed |
| Class no. 9336 | Final version of work progress reports and status reports. (Date range: 1942 -) | Destroy 3 years after action completed |
| Class no. 9337 | Working papers documenting the development of reports including drafts and comments. (Date range: 1942 -) | Destroy 1 year after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9338 | Final version of research reports. (Date range: 1942 -) | Destroy 10 years after publication |
| Class no. 9339 | Drafts, comments and working papers documenting research. (Date range: 1942 -) | Destroy 5 years after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9340 | Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1942 -) | Destroy 5 years after action completed |
| Class no. 9341 | Working papers documenting a review of programs and operations. (Date range: 1942 -) | Destroy 2 years after action completed |

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9342 | Final version of statistical analysis reports. (Date range: 1942 -) | Destroy 10 years after publication |
| Class no. 9343 | Databases of aggregated data used for trend analysis. (Date range: 1942 -) | Destroy 10 years after data superseded |
| Class no. 9344 | Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1942 -) | Destroy 5 years after action completed |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

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Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT – Contracting-out.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9345 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1942 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9346 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1942 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9347 | Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1942 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9348 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1942 -) | Destroy 7 years after tender process completed |
| Class no. 9349 | Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1942 -) | Destroy 7 years after tender process completed |
| Class no. 9350 | Records documenting post-offer negotiations and due diligence checks. (Date range: 1942 -) | Destroy 7 years after tender process completed |
| Class no. 9351 | Tender register. (Date range: 1942 -) | Destroy 7 years after last entry |

REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT

The function of developing and delivering regional and local government programs. Includes fostering partnerships among communities, government and the private sector to achieve sustainable regional development. Also includes facilitating programs, services and policies affecting rural, regional and remote Australia, together with granting financial assistance to state, territory and local governments and the public.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use REGIONAL SERVICES DEVELOPMENT AND LOCAL GOVERNMENT – Contracting-out.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 9352 | Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1942 -) | Destroy 7 years after completion or other termination of contract |
| Class no. 9353 | Contract register. (Date range: 1942 -) | Destroy 7 years after last entry |
| Class no. 9354 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1942 -) | Destroy 2 years after tender process completed or decision made not to continue with tender |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9355 | Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the territory policy and development function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1901 -) | Retain as national archives |
| Class no. 9356 | Records documenting provision of advice on policy and procedures to external agencies or individuals. (Date range: 1901 -) | Destroy 10 years after action completed |
| Class no. 9357 | Records documenting the receipt and provision of external advice on territory policy and development issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9358 | Records documenting the receipt and provision of internal advice on territory policy and development issues. (Date range: 1901 -) | Destroy 1 year after action completed |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and territory governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TERRITORY POLICY AND DEVELOPMENT - Advice.

For liaison through committees, use TERRITORY POLICY AND DEVELOPMENT – Committees.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9359 | Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1901 -) | Destroy 3 years after action completed |

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9360 | Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1901 -) | Retain as national archives |
| Class no. 9361 | Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1901 -) | Destroy 20 years after last action |
| Class no. 9362 | Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1901 -) | Destroy 20 years after last action |
| Class no. 9363 | Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1901 -) | Destroy 20 years after completion or other termination of contract |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9364 | Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1901 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9365 | Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1901 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9366 | Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1901 -) | Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding |

Appeals (decisions)

The activities involved in the process of appeals against decisions by application to a higher authority.

| Entry | Description of Records | Disposal Action |
|-------------------|---|-----------------------------------|
| Class no. 9367 | Records documenting appeals from persons whose application for immigration has been rejected by the Administrator of Norfolk Island. (Date range: 1901 -) | Destroy 7 years after last action |

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9368 | Delegations of power to agency staff to authorise administrative action relating to territory policy and development. (Date range: 1901 -) | Destroy 7 years after delegation expires |
| Class no. 9369 | Authorisations for administrative action relating to the territory policy and development function. (Date range: 1901 -) | Destroy 7 years after action completed |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Ceremonies

The activities associated with arranging and managing a formal act performed for a special occasion.

For less formal festivities to honour a particular event, use COMMUNITY RELATIONS - Celebrations.

For official or formal social occasions, use COMMUNITY RELATIONS – Functions (social).

For addresses delivered at ceremonies, use COMMUNITY RELATIONS – Addresses (presentations).

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9370 | Programs, invitations, guest lists and photographs relating to ceremonies held to mark a special occasion, for example the opening of a building or major facility, or the conferring of special community awards promoted by the organisation. (Date range: 1901 -) | Retain as national archives |
| Class no. 9371 | Records documenting routine arrangements supporting ceremonies to mark special occasions. Includes: <ul style="list-style-type: none"> • catering • venue bookings • entertainment (Date range: 1901 -) | Destroy 2 years after action completed |
| Class no. 9372 | Records documenting all arrangements for other ceremonies of lesser significance. Includes: <ul style="list-style-type: none"> • programs • Invitations • guest lists • catering • venue bookings • entertainment (Date range: 1901 -) | Destroy 2 years after action completed |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TERRITORY POLICY AND DEVELOPMENT - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9373 | Records of committees formed to consider significant matters relating to territory policy and development, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -) | Retain as national archives |
| Class no. 9374 | Records of all other committees and/or subcommittees formed to consider specific matters relating to the territory policy and development function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9375 | Working papers documenting the conduct and administration of committees which consider matters relating to the territory policy and development function. Includes: <ul style="list-style-type: none"> • agenda • notice of minutes • draft minutes (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9376 | Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1901 -) | Destroy 7 years after action completed |

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TERRITORY POLICY AND DEVELOPMENT - Tendering.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9377 | Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1901 -) | Destroy 7 years after completion or other termination of contract |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the organisation's broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9378 | Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to territory policy and development. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9379 | Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific territory policy and development programs and services. (Date range: 1901 -) | Destroy 2 years after last action |

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9380 | Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1901 -) | Destroy 2 years after action completed |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL – Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TERRITORY POLICY AND DEVELOPMENT - Reviewing.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9381 | Records documenting the evaluation and ongoing monitoring of territory policy and development programs and services. (Date range: 1901 -) | Destroy 5 years after action completed |

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9382 | Final version of minutes and supporting documents tabled at meetings held to support the territory policy and development function. Includes meetings with external agencies. (Date range: 1901 -) | Destroy 3 years after action completed |
| Class no. 9383 | Working papers documenting the conduct and administration at meetings held to support the territory policy and development function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TERRITORY POLICY AND DEVELOPMENT - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9384 | Records documenting the collation of statistics and data relating to the territory policy and development function. Includes project definitions, scope, methodology and/or accompanying report. (Date range: 1901 -) | Destroy 20 years after action completed |
| Class no. 9385 | Statistics and raw data collected from industry and community sources. (Date range: 1901 -) | Destroy 20 years after action completed |
| Class no. 9386 | Master copy of guidelines for the collection of data. (Date range: 1901 -) | Destroy when guidelines are superseded |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9387 | Final version of plans. (Date range: 1901 -) | Destroy 3 years after plan is superseded |
| Class no. 9388 | Working papers used to develop all plans. Includes draft plans, reports analysing issues and comments received from all areas of the organisation. (Date range: 1901 -) | Destroy 1 year after adoption of the final plan |
| Class no. 9389 | Copies of all territory policy and development plans. (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9390 | Final versions and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the territory policy and development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1901 -) | Retain as national archives |
| Class no. 9391 | Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the territory policy and development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1901 -) | Destroy 20 years after policy is superseded |
| Class no. 9392 | Working papers relating to the development and establishment of territory policy and development policies. (Date range: 1901 -) | Destroy 3 years after policy is superseded |
| Class no. 9393 | Copies of territory policy and development related plans. (Date range: 1942 -) | Destroy when no longer required for administration or as a reference document |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9394 | Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1901 -) | Destroy 5 years after procedures are superseded |
| Class no. 9395 | Records documenting the development of procedures. (Date range: 1901 -) | Destroy 1 year after production of procedures |
| Class no. 9396 | Copies of manuals, handbooks, directives etc. (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TERRITORY POLICY AND DEVELOPMENT - Policy.

For the procedures to be followed relating to program funding, use TERRITORY POLICY AND DEVELOPMENT - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9397 | Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1901 -) | Destroy 7 years after completion of the program or project |
| Class no. 9398 | Unapproved applications for funding. (Date range: 1901 -) | Destroy 3 years after last action |
| Class no. 9399 | All working papers on the allocation of funds. (Date range: 1901 -) | Destroy 3 years after completion of program or project |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9400 | Final version of formal internal reports and reports made to external agencies. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9401 | Final version of work progress reports and status reports. (Date range: 1901 -) | Destroy 3 years after action completed |
| Class no. 9402 | Working papers documenting the development of reports including drafts and comments. (Date range: 1901 -) | Destroy 1 year after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TERRITORY POLICY AND DEVELOPMENT - Policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9403 | Final versions of research reports. (Date range: 1901 -) | Destroy 10 years after publication |
| Class no. 9404 | Drafts, comments and working papers documenting research. (Date range: 1901 -) | Destroy 5 years after action completed |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TERRITORY POLICY AND DEVELOPMENT - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9405 | Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9406 | Working papers documenting a review of programs and operations. (Date range: 1901 -) | Destroy 2 years after action completed |

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TERRITORY POLICY AND DEVELOPMENT - Contracting-out.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9407 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1901 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9408 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1901 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9409 | Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1901 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9410 | Records documenting the development and issue of tender documentation relating to the territory policy and development function. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1901 -) | Destroy 7 years after tender process completed |

TERRITORY POLICY AND DEVELOPMENT

The function of providing advice and Commonwealth programs to the Territories. Includes agreements, appeals, ceremonies, liaison, planning, reporting and the coordination of resources for illegal immigrants. Also includes the review and amendment of legislation, including constitutional development. Excludes the Australian Antarctic Territory.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TERRITORY POLICY AND DEVELOPMENT - Contracting-out.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 9411 | Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 9412 | Records documenting post-offer negotiations and due diligence checks. (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 9413 | Tender register. (Date range: 1901 -) | Destroy 7 years after last entry |
| Class no. 9414 | Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1901 -) | Destroy 7 years after completion or other termination of contract |
| Class no. 9415 | Contract register. (Date range: 1901 -) | Destroy 7 years after last entry |
| Class no. 9416 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1901 -) | Destroy 2 years after tender process completed or decision made not to continue with tender |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS - Reporting.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9417 | Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport environment management function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1974 -) | Retain as national archives |
| Class no. 9418 | Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1974 -) | Destroy 10 years after action completed |
| Class no. 9419 | Records documenting the receipt and provision of external advice on transport environment management issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1974 -) | Destroy 5 years after action completed |
| Class no. 9420 | Records documenting the receipt and provision of internal advice on transport environment management issues. (Date range: 1974 -) | Destroy 1 year after action completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT ENVIRONMENT MANAGEMENT - Advice.

For liaison through committees, use TRANSPORT ENVIRONMENT MANAGEMENT – Committees.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9421 | Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1974 -) | Destroy 3 years after action completed |

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9422 | Delegations of power to agency staff to authorise administrative action relating to transport environment management. (Date range: 1974 -) | Destroy 7 years after delegation expires |
| Class no. 9423 | Authorisations for administrative action relating to the transport environment management function. (Date range: 1974 -) | Destroy 7 years after action completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT ENVIRONMENT MANAGEMENT - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9424 | Records of committees formed to consider significant matters relating to transport environment management, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Standing Committee on Transport (SCOT). Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1974 -) | Retain as national archives |
| Class no. 9425 | Records of all other committees and/or subcommittees formed to consider specific matters relating to the transport environment management function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1974 -) | Destroy 5 years after action completed |
| Class no. 9426 | Working papers documenting the conduct and administration of committees which consider matters relating to the transport environment management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes. (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9427 | Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1974 -) | Destroy 7 years after action completed |

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT ENVIRONMENT MANAGEMENT - Tendering.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9428 | Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1974 -) | Destroy 7 years after completion or other termination of contract |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the organisation's broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9429 | Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to transport environment management. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1974 -) | Destroy 5 years after action completed |
| Class no. 9430 | Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport environment management programs and services. (Date range: 1974 -) | Destroy 2 years after last action |

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9431 | Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1974 -) | Destroy 2 years after action completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT ENVIRONMENT MANAGEMENT - Reviewing.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9432 | Records documenting the evaluation and ongoing monitoring of transport environment management programs and services. (Date range: 1974 -) | Destroy 5 years after action completed |

Industry Standards Compliance

The activities associated with the application of standards to the transport industry and enforcement of those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations.

For compliance with what is currently known as the Australian Design Rules, use TRANSPORT SERVICES & REGULATIONS - Industry Standards Compliance.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9433 | Records documenting the activities associated with the application of environment standards to transport industry and compliance with those standards. (Date range: 1974 -) | Destroy 7 years after action completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Industry Standards Development

The activities associated with developing and disseminating standards for transport activities.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9434 | Final version of transport environment management industry standards. (Date range: 1974 -) | Destroy 10 years after standard superseded |
| Class no. 9435 | Working papers and other documentation used in developing transport environment management industry standards. Includes draft standards, reports analysing issues and internal and industry/public consultation. (Date range: 1974 -) | Destroy when standard superseded |

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9436 | Final version of minutes and supporting documents tabled at meetings held to support the transport environment management function. Includes meetings with external agencies. (Date range: 1974 -) | Destroy 3 years after action completed |
| Class no. 9437 | Working papers documenting the conduct and administration of meetings held to support the transport environment management function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT ENVIRONMENT MANAGEMENT - Evaluation.

For the analysis and interpretation of data, use TRANSPORT ENVIRONMENT MANAGEMENT - Statistical Analysis.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9438 | Records documenting the collation of statistics and data relating to the transport environment management function. Includes: <ul style="list-style-type: none"> • project definitions • scope • methodology • accompanying report (Date range: 1974 -) | Destroy 20 years after action completed |
| Class no. 9439 | Statistics and raw data collected from industry and community sources. (Date range: 1974 -) | Destroy 20 years after action completed |
| Class no. 9440 | Master copy of guidelines for the collection of data. (Date range: 1974 -) | Destroy when guidelines are superseded |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9441 | Final version of transport environment management program and project plans. (Date range: 1974 -) | Destroy 3 years after plan superseded |
| Class no. 9442 | Working papers used to develop transport environment management program and project plans. Includes draft plans, reports analysing issues, and consultation with internal and external stakeholders. (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |
| Class no. 9443 | Final approved versions of airport environment strategies. (Date range: 1974 -) | Destroy 1 year after strategy is superseded |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Planning - Continued

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9444 | Working papers used to develop airport environment strategies. Includes draft plans, reports analysing issues, and consultation with internal and external stakeholders. (Date range: 1974 -) | Destroy 1 year after strategy is superseded |
| Class no. 9445 | Copies of transport environment management related plans. (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9446 | Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport environment management function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1974 -) | Retain as national archives |
| Class no. 9447 | Final version and key supporting records of transport environment management policies that do not have a far-reaching affect or major impact on the transport environment management function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1974 -) | Destroy 20 years after policy is superseded |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|---|
| Class no. 9448 | Records documenting the development, establishment and precedents of transport environment management policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents. (Date range: 1974 -) | Destroy 20 years after policy is superseded |
| Class no. 9449 | Working papers relating to the development and establishment of transport environment management policies. (Date range: 1974 -) | Destroy 3 years after policy is superseded |
| Class no. 9450 | Copies of transport environment management policies. (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 9451 | Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1974 -) | Destroy 5 years after procedures are superseded |
| Class no. 9452 | Records documenting the development of procedures. (Date range: 1974 -) | Destroy 1 year after production of procedures |
| Class no. 9453 | Copies of manuals, handbooks, directives etc. (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TERRITORY POLICY AND DEVELOPMENT - Policy.

For the procedures to be followed relating to program funding, use TERRITORY POLICY AND DEVELOPMENT - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9454 | Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1974 -) | Destroy 7 years after completion of the program or project |
| Class no. 9455 | Unapproved applications for funding. (Date range: 1974 -) | Destroy 3 years after last action |
| Class no. 9456 | All working papers on the allocation of funds. (Date range: 1974 -) | Destroy 3 years after completion of the program or project |

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9457 | Final version of formal internal reports and reports made to external agencies. (Date range: 1974 -) | Destroy 5 years after action completed |
| Class no. 9458 | Final version of work progress reports and status reports. (Date range: 1974 -) | Destroy 3 years after action completed |
| Class no. 9459 | Working papers documenting the development of reports including drafts and comments. (Date range: 1974 -) | Destroy 1 year after action completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT ENVIRONMENT MANAGEMENT - Policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9460 | Final versions of research reports. (Date range: 1974 -) | Destroy 10 years after publication |
| Class no. 9461 | Drafts, comments and working papers documenting research. (Date range: 1974 -) | Destroy 5 years after action completed |

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT ENVIRONMENT MANAGEMENT - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9462 | Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1974 -) | Destroy 5 years after action completed |
| Class no. 9463 | Working papers documenting a review of programs and operations. (Date range: 1974 -) | Destroy 2 years after action completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9464 | Final version of statistical analysis reports. (Date range: 1974 -) | Destroy 10 years after publication |
| Class no. 9465 | Databases of aggregated data used for trend analysis. (Date range: 1974 -) | Destroy 10 years after data superseded |
| Class no. 9466 | Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1974 -) | Destroy 5 years after action completed |

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT ENVIRONMENT MANAGEMENT - Contracting-out.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9467 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1974 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9468 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1974 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9469 | Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1974 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9470 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1974 -) | Destroy 7 years after tender process completed |

TRANSPORT ENVIRONMENT MANAGEMENT

The provision of research, analysis and advice that influences policy decisions on transport and the environment. Includes identification and measurement of the impact on the environment resulting from transport and transport infrastructure. Also includes the development and analysis of policy to reduce the impact of the Australian transport sector on the environment and the promotion of ecologically sustainable transport development principles.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT ENVIRONMENT MANAGEMENT - Contracting-out.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|---|
| Class no. 9471 | Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1974 -) | Destroy 7 years after tender process completed |
| Class no. 9472 | Records documenting post-offer negotiations and due diligent checks. (Date range: 1974 -) | Destroy 7 years after tender process completed |
| Class no. 9473 | Tender register. (Date range: 1974 -) | Destroy 7 years after last entry |
| Class no. 9474 | Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1974 -) | Destroy 7 years after completion or other termination of contract |
| Class no. 9475 | Contract register. (Date range: 1974 -) | Destroy 7 years after last entry |
| Class no. 9476 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1974 -) | Destroy 2 years after tender process completed or decision made not to continue with tender |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9477 | Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport infrastructure development function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1901 -) | Retain as national archives |
| Class no. 9478 | Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1901 -) | Destroy 10 years after action completed |
| Class no. 9479 | Records documenting the receipt and provision of external advice on transport infrastructure development issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9480 | Records documenting the receipt and provision of internal advice on transport infrastructure development issues. (Date range: 1901 -) | Destroy 1 year after action completed |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Advice.

For liaison through committees, use TRANSPORT INFRASTRUCTURE DEVELOPMENT – Committees.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9481 | Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1901 -) | Destroy 3 years after action completed |

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9482 | Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1901 -) | Retain as national archives |
| Class no. 9483 | Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1901 -) | Destroy 20 years after last action |
| Class no. 9484 | Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1901 -) | Destroy 20 years after last action |
| Class no. 9485 | Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1901 -) | Destroy 20 years after completion or other termination of contract |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9486 | Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1901 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9487 | Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1901 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9488 | Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1901 -) | Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding |

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9489 | Delegations of power to agency staff to authorise administrative action relating to transport infrastructure development. (Date range: 1901 -) | Destroy 7 years after delegation expires |
| Class no. 9490 | Authorisations for administrative action relating to the transport infrastructure development function. (Date range: 1901 -) | Destroy 7 years after action completed |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9491 | Records of committees formed to consider significant matters relating to transport infrastructure development, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -) | Retain as national archives |
| Class no. 9492 | Records of all other committees and/or subcommittees formed to consider specific matters relating to transport infrastructure development function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9493 | Working papers documenting the conduct and administration of committees which consider matters relating to the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • agenda • notice of minutes • draft minutes. (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9494 | Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1901 -) | Destroy 7 years after action completed |

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Tendering.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9495 | Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1901 -) | Destroy 7 years after completion or other termination of contract |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Disposal of Business Entities

The activities associated with the disposal of all or parts of business entities that are linked to the organisation, by sale, transfer, or other means.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|---|--|
| Class no. 9496 | Final versions of disposal agreements, significant reports and recommendations documenting the disposal of business entities or parts of such entities. (Date range: 1901 -) | Retain as national archives |
| Class no. 9497 | Signed contracts under seal resulting from tenders and related records for the disposal of business entities in Western Australia when there is no tendering process. (Date range: 1901 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9498 | Records documenting investigations into disposal options, liaison with other agencies and parties and the preparation of disposal agreements. Includes working papers and drafts. (Date range: 1901 -) | Destroy 15 years after last action |
| Class no. 9499 | Signed contracts under seal resulting from tenders and related records for the disposal of business entities in Victoria and South Australia when there is no tendering process. (Date range: 1901 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9500 | Signed contracts under seal resulting from tenders and related records for the disposal of business entities in New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory when there is no tendering process. (Date range: 1901 -) | Destroy 12 years after completion or other termination of contract |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining agency's broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9501 | Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local government relating to transport infrastructure development. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9502 | Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport infrastructure development programs and services. (Date range: 1901 -) | Destroy 2 years after last action |

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS – Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9503 | Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1901 -) | Destroy 2 years after action completed |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Reviewing.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9504 | Records documenting the evaluation and ongoing monitoring of transport infrastructure development programs and services. (Date range: 1901 -) | Destroy 5 years after action completed |

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9505 | Final version of minutes and supporting documents tabled at meetings held to support the transport infrastructure development function. Includes meetings with external agencies. (Date range: 1901 -) | Destroy 3 years after action completed |
| Class no. 9506 | Working papers documenting the conduct and administration of meetings held to support the transport infrastructure development function. Includes agenda, notices of meetings and draft minutes. (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Modelling

The processes involved in designing, testing and evaluating sample model profiles of systems under analysis.

For the evaluation of programs, items of equipment, systems or services that do not involve monitoring, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9507 | Records documenting the development of business or technical models used to support the analysis and evaluation of the transport infrastructure development function. (Date range: 1901 -) | Destroy 20 years after action completed |

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Evaluation.

For the analysis and interpretation of data, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Statistical Analysis.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9508 | Records documenting the collation of statistics and data relating to the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • project definitions • scope • methodology • accompanying report (Date range: 1901 -) | Destroy 20 years after action completed |
| Class no. 9509 | Statistics and raw data collected from industry and community sources. (Date range: 1901 -) | Destroy 20 years after action completed |
| Class no. 9510 | Master copy of guidelines for the collection of data. (Date range: 1901 -) | Destroy when guidelines are superseded |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

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Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9511 | Final version of transport infrastructure development management plans, including those of state, regional or an overseas office. (Date range: 1901 -) | Destroy 3 years after plan is superseded |
| Class no. 9512 | Working papers used to develop all management plans. Includes draft plans, reports analysing issues and comments received from areas of the agency. (Date range: 1901 -) | Destroy 1 year after adoption of the final plan |
| Class no. 9513 | Copies of all transport infrastructure development plans. (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|--|-----------------------------|
| Class no. 9514 | Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results from high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1901 -) | Retain as national archives |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Policy - Continued

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9515 | Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the transport infrastructure development function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results from high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1901 -) | Destroy 20 year after policy is superseded |
| Class no. 9516 | Records documenting the development, establishment and precedents of transport infrastructure development policies. Includes: <ul style="list-style-type: none"> • policy proposals • research papers • results of consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents. (Date range: 1901 -) | Destroy 20 years after policy is superseded |
| Class no. 9517 | Working papers relating to the development and establishment of transport infrastructure development policies. (Date range: 1901 -) | Destroy 3 years after policy is superseded |
| Class no. 9518 | Copies of transport environment management policies. (Date range: 1974 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9519 | Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1901 -) | Destroy 5 years after procedures are superseded |
| Class no. 9520 | Records documenting the development of procedures. (Date range: 1901 -) | Destroy 1 year after production of procedures |
| Class no. 9521 | Copies of manuals, handbooks, directives etc. (Date range: 1901 -) | Destroy when no longer required for administration or as a reference document |

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Policy.

For the procedures to be followed relating to Program Funding, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9522 | Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments. (Date range: 1901 -) | Destroy 7 years after completion of the program or project |
| Class no. 9523 | Unapproved applications for funding. (Date range: 1901 -) | Destroy 3 years after last action |
| Class no. 9524 | All working papers on the allocation of funds. (Date range: 1901 -) | Destroy 3 years after completion of the program or project |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9525 | Final version of formal internal reports and reports made to external agencies. (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9526 | Final version of progress work reports and status reports. (Date range: 1901 -) | Destroy 3 years after action completed |
| Class no. 9527 | Working papers documenting the development of reports including drafts and comments. (Date range: 1901 -) | Destroy 1 year after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9528 | Final versions of research reports. (Date range: 1901 -) | Destroy 10 years after publication |
| Class no. 9529 | Drafts, comments and working papers documenting research. (Date range: 1901 -) | Destroy 5 years after action completed |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9530 | Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1901 -) | Destroy 5 years after action completed |
| Class no. 9531 | Working papers documenting a review of programs and operations. (Date range: 1901 -) | Destroy 2 years after action completed |

Statistical Analysis

The activities involved in the interpretation of statistical data collected or provided to the organisation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9532 | Final version of statistical analysis reports. (Date range: 1901 -) | Destroy 10 years after publication |
| Class no. 9533 | Databases of aggregated data used for trend analysis. (Date range: 1901 -) | Destroy 10 years after data superseded |
| Class no. 9534 | Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1901 -) | Destroy 5 years after action completed |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Contracting-out.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9535 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1901 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9536 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1901 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9537 | Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1901 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9538 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 9539 | Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 9540 | Records documenting post-offer negotiations and due diligent checks. (Date range: 1901 -) | Destroy 7 years after tender process completed |
| Class no. 9541 | Tender register. (Date range: 1901 -) | Destroy 7 years after last entry |
| Class no. 9542 | Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1901 -) | Destroy 7 years after completion or other termination of contract |

TRANSPORT INFRASTRUCTURE DEVELOPMENT

The function of providing funding for capital development of Australia's hard and soft transport infrastructure network. Includes the provision of expert advice to Government and the community and improving the understanding of economic factors influencing the transport sector. Also includes trade facilitation and participation in international forums.

Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT INFRASTRUCTURE DEVELOPMENT - Contracting-out.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 9543 | Contract register. (Date range: 1901 -) | Destroy 7 years after last entry |
| Class no. 9544 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1901 -) | Destroy 2 years after tender process completed or decision made not to continue with the tender |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS – Reporting.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9545 | Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport safety function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1906 -) | Retain as national archives |
| Class no. 9546 | Records documenting the provision of advice on policy and procedures to external agencies or individuals. (Date range: 1906 -) | Destroy 10 years after action completed |
| Class no. 9547 | Records documenting the receipt and provision of external advice on transport safety issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1906 -) | Destroy 5 years after action completed |
| Class no. 9548 | Records documenting the receipt and provision of internal advice on transport safety issues. (Date range: 1906 -) | Destroy 1 year after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT SAFETY - Advice.

For liaison through committees, use TRANSPORT SAFETY - Committees.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9549 | Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1906 -) | Destroy 3 years after action completed |

Agreements

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| Entry | Description of Records | Disposal Action |
|-------------------|--|-----------------------------|
| Class no. 9550 | Final version of significant agreements signed by the Minister with government bodies. Includes: <ul style="list-style-type: none"> • policies and procedures applying to the whole of government • changes to the performance of statutory functions • agreements with implications for major liabilities or obligations for the agency that require high-level sign off by senior officers, Ministers involvement and high public scrutiny. (Date range: 1906 -) | Retain as national archives |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Agreements - Continued

The processes associated with the establishment, maintenance, review and negotiation of agreements.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|--|
| Class no. 9551 | Records documenting agreements that are not significant. Includes statements of intent and letters of agreement. Also includes the final version of the agreement and working papers. (Date range: 1906 -) | Destroy 20 years after last action |
| Class no. 9552 | Records relating to the negotiations, establishment, maintenance and review of significant agreements. (Date range: 1906 -) | Destroy 20 years after last action |
| Class no. 9553 | Signed agreements and contracts under seal and supporting records that are not significant: Western Australia. (Date range: 1906 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9554 | Signed agreements and contracts under seal and supporting records that are not significant: Victoria and South Australia. (Date range: 1906 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9555 | Signed agreements and contracts under seal and supporting records that are not significant: New South Wales, Queensland, Tasmania, Australian Capital Territory and Northern Territory. (Date range: 1906 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9556 | Signed simple agreements, contracts and memoranda of understanding where proof of contractual obligations is not required. (Date range: 1906 -) | Destroy 7 years after completion or other termination of agreement, contract or memoranda of understanding |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9557 | Delegations of power to agency staff to authorise administrative action relating to transport safety. (Date range: 1906 -) | Destroy 7 years after delegation expires |
| Class no. 9558 | Authorisations for administrative actions relating to the transport safety function. (Date range: 1906 -) | Destroy 7 years after action completed |

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SAFETY - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9559 | Records of committees formed to consider significant matters relating to transport safety, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1906 -) | Retain as national archives |
| Class no. 9560 | Records of all other committees and/or subcommittees formed to consider specific matters relating to transport safety function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1906 -) | Destroy 5 years after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SAFETY - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9561 | Working papers documenting the conduct and administration of committees which consider matters relating to the transport safety function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1906 -) | Destroy when no longer required for administration or as a reference document |

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9562 | Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1906 -) | Destroy 7 years after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT SAFETY - Tendering.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9563 | Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1906 -) | Destroy 7 years after completion or other termination of contract |

Customer Service

The activities associated with the planning, monitoring and evaluation of services provided to customers by the organisation.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9564 | Records documenting the management of specific customer services provided to the public e.g. managing an enquiry desk, a telephone information service or interpreter service. Includes planning, monitoring and evaluation of services e.g. carrying out customer surveys. (Date range: 1906 -) | Destroy 3 years after action completed |
| Class no. 9565 | Records documenting the development of service charters and directives relating to the provision of services to the organisations public clients. Includes copies of internal directives and charters. (Date range: 1906 -) | Destroy 3 years after charter and directives superseded |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the provision of transport safety related information used for educational sessions provided to stakeholders, use TRANSPORT SAFETY – Education.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the organisation's broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9566 | Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to transport safety. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1906 -) | Destroy 5 years after action completed |
| Class no. 9567 | Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport safety programs and services. (Date range: 1906 -) | Destroy 2 years after last action |

Education

The activities involved in providing safety-related information to stakeholders via educational sessions and materials. Includes determining needs for educational development and implementation of educational sessions.

For the provision of visits, presentations and transport safety related information used to raise awareness among external agencies, professional bodies, industry and community groups and the public, about specific programs or services, use TRANSPORT SAFETY – Dissemination.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9568 | Records documenting the development, implementation and dissemination of educational information and materials. (Date range: 1906 -) | Destroy 10 years after action completed |
| Class no. 9569 | Records documenting administrative arrangements for dissemination of educational information and materials. (Date range: 1906 -) | Destroy 2 years after action completed |
| Class no. 9570 | Master sets of educational materials. (Date range: 1906 -) | Destroy 1 year after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9571 | Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1906 -) | Destroy 2 years after action completed |

Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL – Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT SAFETY - Reviewing.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9572 | Records documenting the evaluation and ongoing monitoring of transport safety programs and services. (Date range: 1906 -) | Destroy 5 years after evaluation completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Expert Witness

The activities associated with providing testimony where organisational staff are subpoenaed as third party, expert witnesses in civil or criminal proceedings. Does not include cases where the organisation is the claimant or respondent. Includes documentation detailing attendance at inquests, expert advice and evidence provided.

For cases where the organisation is the claimant or respondent, use LEGAL SERVICES - Litigation.

For instances where evidence is given as part of an official inquiry, use GOVERNMENT RELATIONS - Inquiries.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9573 | Records and working papers documenting the organisation's contribution and involvement in civil or criminal proceedings relating to the transport safety function. (Date range: 1906 -) | Destroy 25 years after action completed |
| Class no. 9574 | Records documenting the management of subpoenas. (Date range: 1906 -) | Destroy 3 years after action completed |

Industry Standards Compliance

The activities associated with the application of standards to the motor vehicle industry and enforcement of those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations specific to motor vehicles.

For compliance with what is currently known as the Australian Design Rules, use TRANSPORT SERVICES & REGULATION - Industry Standards Compliance.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

For compliance with the regulating of the transport industry, excluding motor vehicles, use TRANSPORT SERVICES AND REGULATION – Industry Standards Compliance

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9575 | Records documenting the issuing of permits, licences and registrations in relation to motor vehicle imports. (Date range: 1906 -) | Destroy 30 years after last action |
| Class no. 9576 | Records documenting the activities associated with the application of transport safety standards to transport industry and compliance with those standards. (Date range: 1906 -) | Destroy 7 years after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Industry Standards Development

The activities associated with developing and disseminating standards for transport activities.

For the development of Industry Standards regulating Airport Management, use TRANSPORT SERVICES AND REGULATIONS – Industry Standards Development

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9577 | Documents recording activities associated with the development of transport safety industry standards. Includes final versions of standards. (Date range: 1906 -) | Destroy 20 years after action completed |
| Class no. 9578 | Working papers and other documentation used in developing transport safety industry standards. Includes draft standards, reports analysing issues and internal and industry/public consultation. (Date range: 1906 -) | Destroy when standard superseded |

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9579 | Final version of minutes and supporting documents tabled at meetings held to support the transport safety function. Includes meetings with external agencies. (Date range: 1906 -) | Destroy 3 years after action completed |
| Class no. 9580 | Working papers documenting the conduct and administration of meetings held to support the transport safety function. Includes agenda, notices of meetings and draft minutes. (Date range: 1906 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT SAFETY - Evaluation.

For the analysis and interpretation of data, use TRANSPORT SAFETY - Statistical Analysis.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9581 | Records documenting the collation of statistics and data relating to the transport safety function. Includes project definitions, scope, methodology and/or accompanying report. (Date range: 1906 -) | Destroy 20 years after action completed |
| Class no. 9582 | Statistics and raw data collected from industry and community sources. (Date range: 1906 -) | Destroy 20 years after action completed |
| Class no. 9583 | Master copy of guidelines for the collection of data. (Date range: 1906 -) | Destroy when published guidelines are superseded |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination and development of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT – Planning.

For the process involved in the publication of plans, use PUBLICATION – Production.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9584 | Final versions of plans relating to transport safety. (Date range: 1906 -) | Destroy 3 years after plan is superseded |
| Class no. 9585 | Working papers used to develop all plans. Includes draft plans, reports analysing issues and comments received from all areas of the organisation. (Date range: 1906 -) | Destroy 1 year after final plan adopted |
| Class no. 9586 | Copies of all transport safety plans. (Date range: 1906 -) | Destroy when no longer required as a reference document |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9587 | Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport safety function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • results of high-level consultation • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1906 -) | Retain as national archives |
| Class no. 9588 | Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the transport safety function. Includes <ul style="list-style-type: none"> • policy proposals • key research papers • supporting reports • results of high-level consultation • major drafts that require high-level sign off by senior officers • final policy documents • national policy statements. (Date range: 1906 -) | Destroy 20 years after policy is superseded |
| Class no. 9589 | Working papers relating to the development and establishment of transport safety policies. (Date range: 1906 -) | Destroy 3 years after policy is superseded |
| Class no. 9590 | Copies of transport environment management policies. (Date range: 1906 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9591 | Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1906 -) | Destroy 5 years after procedures are superseded |
| Class no. 9592 | Records documenting the development of procedures. (Date range: 1906 -) | Destroy 1 year after production of procedures |
| Class no. 9593 | Copies of manuals, handbooks, directives etc. (Date range: 1906 -) | Destroy when no longer required for administration or as a reference document |

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments, monitoring and reporting of expenditure.

For the program funding policy development, use TRANSPORT SAFETY - Policy.

For the procedures to be followed relating to program funding, use TRANSPORT SAFETY - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9594 | Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments (Date range: 1906 -) | Destroy 7 years after completion of program or project |
| Class no. 9595 | Unapproved applications for funding. (Date range: 1906 -) | Destroy 3 years after last action |
| Class no. 9596 | All working papers on the allocation of funds. (Date range: 1906 -) | Destroy 3 years after completion of program or project |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9597 | Final version of formal internal reports and reports made to external agencies. (Date range: 1906 -) | Retain as national archives |
| Class no. 9598 | Final version of progress work reports and status reports. (Date range: 1906 -) | Destroy 3 years after action completed |
| Class no. 9599 | Working papers documenting the development of reports including drafts and comments. (Date range: 1906 -) | Destroy 1 year after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest including analysis in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT SAFETY - Policy.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9600 | Final version of research reports where the research significantly altered approaches to transport safety. (Date range: 1906 -) | Retain as national archives |
| Class no. 9601 | Final version of research reports where the research did not significantly alter approaches to transport safety. (Date range: 1906 -) | Destroy 10 years after publication |
| Class no. 9602 | Drafts, comments and working papers documenting research. (Date range: 1906 -) | Destroy 5 years after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT SAFETY - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9603 | Reports documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1906 -) | Destroy 5 years after action completed |
| Class no. 9604 | Working papers documenting a review of programs and operations. (Date range: 1906 -) | Destroy 2 years after action completed |

Standards

The process of implementing industry or organisational benchmarks for services and processes to enhance the quality and efficiency of the organisation.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9605 | Records documenting the implementation of industry and agency standards. (Date range: 1906 -) | Destroy 7 years after standard is superseded |

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9606 | Final version of statistical analysis reports. (Date range: 1906 -) | Destroy 10 years after publication |
| Class no. 9607 | Databases of aggregated data used for trend analysis. (Date range: 1906 -) | Destroy 10 years after data superseded |
| Class no. 9608 | Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1901 -) | Destroy 5 years after action completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Systematic Investigations

The activities involved in investigating, analysing, and reporting on the factors involved in transport related accidents, incidents and safety deficiencies.

For the process of making recommendations to authorities and other parties for transport safety improvements, use TRANSPORT SAFETY - Reporting.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9609 | Records documenting high-level aviation, maritime and rail investigations. Investigations involving: <ul style="list-style-type: none"> • fatality • political sensitivity or high-level media coverage • substantial damage to or destruction of aircraft, ships or trains. Includes what is currently known as aviation category 1-4 investigations. Includes engineering recorded data, analysis records and safety advisory deficiency notices. (Date range: 1906 -) | Retain as national archives |
| Class no. 9610 | Records documenting Australian motor vehicle safety investigations. (Date range: 1906 -) | Destroy 15 years after investigation completed |
| Class no. 9611 | Records documenting vehicle recalls. (Date range: 1906 -) | Destroy 10 years after action completed |
| Class no. 9612 | Records documenting low-level aviation, maritime, and rail investigations not involving: <ul style="list-style-type: none"> • fatality • political sensitivity or high-level media coverage • substantial damage to or destruction of aircraft, ships or trains. Includes what is currently known as aviation category 5 investigations. Also includes engineering and recorded data analysis, records and safety advisory deficiency notices. (Date range: 1906 -) | Destroy 5 years after investigation completed |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the process arranging, procuring and managing the provision of services by an external consultant once the tender has been finalised, use TRANSPORT SAFETY - Contracting-out.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9613 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1906 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9614 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1906 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9615 | Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1906 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9616 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1906 -) | Destroy 7 years after tender process completed |
| Class no. 9617 | Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1906 -) | Destroy 7 years after tender process completed |
| Class no. 9618 | Records documenting post-offer negotiations and due diligent checks. (Date range: 1906 -) | Destroy 7 years after tender process completed |
| Class no. 9619 | Tender register. (Date range: 1906 -) | Destroy 7 years after last entry |

TRANSPORT SAFETY

The function of investigating, researching and analysing safety data for all marine, aviation, rail and road transport modes, to identify and monitor transport safety issues. Includes independent investigation of transport related accidents, incidents and safety deficiencies, and the dissemination of investigation findings and recommendations for improvements to transport safety. Also Includes advising on policy decisions that influence transport safety; liaison with authorities and other bodies to develop safety recommendations; and providing transport safety related information to stakeholders and the public.

Tendering - Continued

The activities involved in receiving and assessing tenders. Includes offers made in writing by one party to another to carry out at an inclusive price or uniform rate, an order for the supply or purchase of goods, or for the production of work.

For the process arranging, procuring and managing the provision of services by an external consultant once the tender has been finalised, use TRANSPORT SAFETY - Contracting-out.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 9620 | Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1906 -) | Destroy 7 years after completion or other termination of contract |
| Class no. 9621 | Contract register. (Date range: 1906 -) | Destroy 7 years after last entry |
| Class no. 9622 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1906 -) | Destroy 2 years after tender process completed or decision made not to continue with tender |

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Advice

The activities associated with offering opinions by or to the organisation as to an action or judgement. Includes the process of advising.

For advice given to agency staff on personal matters, use PERSONNEL - Counselling.

For instances where the organisation is responding to the Government's request for advice or comments, use GOVERNMENT RELATIONS - Reporting.

For advice provided to Cabinet and the portfolio Minister, use GOVERNMENT RELATIONS – Advice.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9623 | Advice provided to, or received from the transport Ministers, government agencies and other bodies relating to the transport services and regulations function that leads to new, or significant amendments to whole of government policy or where there was a high-level of public interest or controversy. Includes: <ul style="list-style-type: none"> • minutes providing advice to the Ministers • government responses to inquiry or report recommendations • high-level working papers such as major drafts. (Date range: 1912 -) | Retain as national archives |
| Class no. 9624 | Records documenting the receipt and provision of external advice on transport services and regulations issues. Includes advice provided by related advisory bodies, agencies and consultants. (Date range: 1912 -) | Destroy 5 years after last action completed |
| Class no. 9625 | Records documenting the receipt and provision of internal advice on transport services and regulations issues. (Date range: 1912 -) | Destroy 1 year after last action completed |

TRANSPORT SERVICES AND REGULATIONS

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Agency Liaison

The activities associated with maintaining regular general contact between the organisation and state, territory, or local governments, professional associations, professionals in related fields, other private sector organisations and community groups. Includes sharing informal advice and discussions, membership of professional associations and collaborating on projects that are not joint ventures.

For relationships with Commonwealth Government agencies, use GOVERNMENT RELATIONS.

For formal advising, use TRANSPORT SERVICES AND REGULATIONS - Advice.

For liaison through committees, use TRANSPORT SERVICES AND REGULATIONS - Committees.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9626 | Records documenting liaison activities undertaken with state, territory or local governments, regional, rural and remote and/or interested community groups, professional associations and private sector organisations. Includes collaboration on projects, exchange of information and related activities. (Date range: 1912 -) | Destroy 3 years after action completed |

Authorisation

The process of delegating power to authorise an action and the seeking and granting permission to undertake a requested action.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9627 | Delegations of power to agency staff to authorise administrative action in relation to transport services and regulations. (Date range: 1912 -) | Destroy 7 years after delegation expires |
| Class no. 9628 | Authorisations for administrative action relating to the transport services and regulations function. (Date range: 1912 -) | Destroy 3 years after action completed |

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Capacity Allocation

The activities involved in determining, renewing and reviewing capacity allocations to Australian international airlines and keeping the register of available capacity. Capacity means an amount of space (however worked out or described) for the carriage of passengers or freight (or both) by persons designated, nominated or otherwise similarly authorised by Australia, being carriage permitted under a bilateral arrangement, or a combination of bilateral arrangements.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9629 | Register of available capacity. (Date range: 1992 -) | Destroy 15 years after data superseded |
| Class no. 9630 | Capacity allocation determinations. Includes: <ul style="list-style-type: none"> • applications for capacity • decisions to vary capacity • working papers and calculations documenting the process. (Date range: 1992 -) | Destroy 10 years after determination revoked |

Committees

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SERVICES AND REGULATIONS - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9631 | Records of committees formed to consider significant matters relating to transport services and regulations, which set a precedent, or has a far-reaching affect, or are of a historically significant nature e.g. the Australian Transport Council (ATC) and the Regional Ministers Council. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1912 -) | Retain as national archives |
| Class no. 9632 | Records of all other committees and/or subcommittees formed to consider matters relating to the transport services and regulations function. Includes: <ul style="list-style-type: none"> • documents establishing the committee • final versions of minutes • reports • recommendations • supporting documents such as briefing papers and discussion papers. (Date range: 1912 -) | Destroy 5 years after action completed |

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Committees - Continued

The activities associated with the management of committees and task forces. Includes the committee's establishment, appointment of members, terms of reference, proceedings, minutes of meetings, reports, agendas etc.

For forums and the meetings of individuals that are not considered committees, use TRANSPORT SERVICES AND REGULATIONS - Meetings.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9633 | Working papers documenting the conduct and administration of committees which consider matters relating to the transport services and regulations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1912 -) | Destroy when no longer required for administration or as a reference document |

Compliance

The activities associated with complying with mandatory or optional accountability, fiscal, legal, regulatory or quality standards or requirements to which the organisation is subject. Includes compliance with legislation and with national and international standards, such as the ISO 9000 series.

For the process of validating compliance against records, use INFORMATION MANAGEMENT - Audit.

For examinations of facilities, items and equipment, use PROPERTY MANAGEMENT - Inspections.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9634 | Records documenting compliance with legislative, regulatory and voluntary standards requirements. Includes documentation relating to compliance with legislation, review criteria, service agreements and charters. (Date range: 1912 -) | Destroy 7 years after action completed |

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Contracting-out

The activities involved in managing the performance of work or the provision of goods and services by an external contractor, vendor or consultant, or by using external bureau services. Includes outsourcing.

For the process of receiving and assessing tenders from potential external consultants for services prior to the contract agreement, use TRANSPORT SERVICES AND REGULATIONS - Tendering.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9635 | Records documenting contract management. Includes: <ul style="list-style-type: none"> • specification of required services or goods including applicable standards or guidelines • minutes of meetings with main stakeholders • performance and evaluation reports. (Date range: 1912 -) | Destroy 7 years after completion or other termination of contract |

Design Infringements

The activities associated with handling infringements and breaches of transport industry standards. Includes infringements and breaches of what is currently known as the Australian Design Rules.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9636 | Records documenting infringements or breaches of transport industry standards, permits or licenses. Includes notifications of infringements and breaches. (Date range: 1989 -) | Destroy 10 years after action completed |

Dissemination

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the Organisation's broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9637 | Records documenting the activities involved in collecting and disseminating information to targeted professional groups and/or particular sections of the community, state and local governments relating to transport services and regulations. Includes the compiling and distribution of trade/program specific information packs. (Date range: 1912 -) | Destroy 5 years after action completed |

TRANSPORT SERVICES AND REGULATIONS

The function of providing advice, policy and the regulating of transport industry and services. Covers the licensing of facilities and activities for all modes of transport, which includes aviation, rail, maritime and road transport. Includes the provision of transport permits, compliance with design rules, and oversight of Australia's transport security environment.

Dissemination - Continued

The activities involved in the provision of information for the purpose of raising awareness about specific programs and services targeting professional groups and/or particular sections of the community, state and local government.

For the function of producing works issued for sale or general distribution, use PUBLICATION.

For the function of establishing rapport with the community and raising and maintaining the Organisation's broad public profile, use COMMUNITY RELATIONS.

| Entry | Description of Records | Disposal Action |
|-------------------|---|-----------------------------------|
| Class no. 9638 | Records documenting visits, presentations and the provision of information to external agencies, professional bodies, industry, community groups and the public relating to specific transport services and regulations programs and services. (Date range: 1912 -) | Destroy 2 years after last action |

Enquiries

The activities associated with the handling of requests for information about the organisation and its services by the general public, agency employees or another organisation.

For investigations of inquiry by parliamentary committees, use GOVERNMENT RELATIONS - Inquiries.

For customer suggestions offered to the organisation, use COMMUNITY RELATIONS - Suggestions.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9639 | Records documenting the handling of public enquiries about the organisation and its programs, products and services. (Date range: 1912 -) | Destroy 2 years after action completed |

TRANSPORT SERVICES AND REGULATIONS

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Evaluation

The process of determining the suitability of potential or existing programs, items of equipment, systems or services in relation to meeting the needs of the given situation. Includes ongoing monitoring.

For the evaluation of employee performance, use PERSONNEL - Performance Management.

For testing and evaluating systems, use TECHNOLOGY AND TELECOMMUNICATIONS - Modelling.

For the re-evaluation process, use TRANSPORT SERVICES AND REGULATIONS - Reviewing.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9640 | Records documenting the evaluation and ongoing monitoring of transport services and regulations programs and services. (Date range: 1912 -) | Destroy 5 years after action completed |

Industry Standards Compliance

The activities associated with the application of standards to the transport industry and compliance with those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations. Excludes motor vehicles.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

For motor vehicles, use TRANSPORT SAFETY – Industry Standards Compliance.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9641 | Records documenting inspections of vehicle certification test facilities. (Date range: 1912 -) | Destroy 25 years after inspection completed |
| Class no. 9642 | Records documenting registrations under what is currently known as the Federal Interstate Registration Scheme. (Date range: 1912 -) | Destroy 25 years after registration completed |
| Class no. 9643 | Records documenting the process of vehicle certification and the granting of compliance plate approvals. Includes <ul style="list-style-type: none"> • vehicle type certification applications and supporting evidence • single uniform type inspections records • manufacturing facility audit reports • compliance plate approvals. (Date range: 1912 -) | Destroy 15 years after approval surrendered |

TRANSPORT SERVICES AND REGULATIONS

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Industry Standards Compliance - Continued

The activities associated with the application of standards to the transport industry and compliance with those standards. Includes the testing of test equipment, compliance with regulations, and the issuing of permits, licences and registrations. Excludes motor vehicles.

For recommendations to external organisations on transport safety, use TRANSPORT SAFETY - Systematic Investigations.

For motor vehicles, use TRANSPORT SAFETY – Industry Standards Compliance.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9644 | Records documenting regulation of cargo agents. Includes: <ul style="list-style-type: none"> • applications • audit reports • training programs • contact details • briefings and correspondence. (Date range: 1912 -) | Destroy 10 years after regulated agent ceases to be registered |
| Class no. 9645 | Instruments of decision relating to regulation of cargo agents. (Date range: 1912 -) | Destroy 10 years after decision withdrawn, superseded or action taken |
| Class no. 9646 | Records documenting the activities associated with the application of environment standards to transport industry and compliance with those standards. (Date range: 1912 -) | Destroy 7 years after action completed |
| Class no. 9647 | Records documenting the review and approval of airport master plans, including the final plan. (Date range: 1912 -) | Destroy 1 year after plan superseded |

TRANSPORT SERVICES AND REGULATIONS

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Industry Standards Development

The activities associated with developing and disseminating standards for transport activities.

For the handling of infringements or breaches of transport industry standards, including what is currently known as the Australian Design Rules, use TRANSPORT SERVICES AND REGULATIONS – Design Infringements.

For the process involved in the publication of what is currently known as the Australian Design Rules, use PUBLICATION – Production.

For motor vehicles, use TRANSPORT SAFETY – Industry Standards Compliance.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9648 | Master copies of the determinations by the Minister for what is currently known as the Australian Design Rules. (Date range: 1912 -) | Destroy 20 years after superseded |
| Class no. 9649 | Working papers used for the development of what is currently known as the Australian Design Rules. Includes: <ul style="list-style-type: none"> • work program • deliberations of the consultative committee • reports (Date range: 1912 -) | Destroy 10 years after the rule is introduced |
| Class no. 9650 | Final version of transport services and regulation industry standards. (Date range: 1912 -) | Destroy 10 years after standard superseded |
| Class no. 9651 | Working papers and other documentation used in developing transport industry and service standards. Includes draft standards, reports analysing issues and internal and industry/public consultation. Excludes working papers used for the development of what is currently known as the Australian Design Rules. (Date range: 1912 -) | Destroy when standard superseded |

TRANSPORT SERVICES AND REGULATIONS

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Leasing-out

The activities involved in leasing-out items, equipment, accommodation, premises or real estate to another organisation or person for a specified period and agreed price. Includes the formal documentation setting out conditions, rights, responsibilities etc. of both parties. Also includes subleasing.

For leasing from another organisation, use PROPERTY MANAGEMENT – Leasing.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9652 | Records documenting leasing-out arrangements. Includes negotiations and signed leases. (Date range: 1912 -) | Destroy 7 years after lease expires or is terminated |
| Class no. 9653 | Working papers documenting the ongoing management of leases where the organisation is the lessor. (Date range: 1912 -) | Destroy 7 years after lease expires or is terminated |

Meetings

The activities associated with ad-hoc gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the section, department, or organisation as a whole. Includes arrangements, agenda, taking of minutes etc. Excludes committee meetings.

For meetings with external agencies, use TRANSPORT SERVICES AND REGULATIONS - Agency Liaison.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9654 | Final version of minutes and supporting documents tabled at meetings held to support the transport services and regulations function. Includes meetings with external agencies. (Date range: 1912 -) | Destroy 3 years after action completed |
| Class no. 9655 | Working papers documenting the conduct and administration of meetings held to support the transport services and regulations function. Includes: <ul style="list-style-type: none"> • agenda • notices of meetings • draft minutes (Date range: 1912 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT SERVICES AND REGULATIONS

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Performance Monitoring

The activities associated with data collection from a range of industry and community sources. Includes the collection of statistics for monitoring purposes.

For the activities involved in determining the suitability of potential or existing programs, equipment, systems or services, use TRANSPORT SERVICES AND REGULATIONS - Evaluation.

For the analysis and interpretation of data, use TRANSPORT SERVICES AND REGULATIONS - Statistical Analysis.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9656 | Records documenting the collation of statistics and data relating to the transport services and regulations function. Includes project definitions, scope, methodology and/or accompanying report. (Date range: 1912 -) | Destroy 20 years after action completed |
| Class no. 9657 | Statistics and raw data collected from industry and community sources. (Date range: 1912 -) | Destroy 20 years after action completed |
| Class no. 9658 | Master copy of guidelines for the collection of data. (Date range: 1912 -) | Destroy when guidelines are superseded |

Planning

The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs.

For overall planning to achieve corporate objectives, use STRATEGIC MANAGEMENT - Planning.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9659 | Final version of management plans relating to the transport services and regulations function. (Date range: 1912 -) | Destroy 3 years after plan is superseded |
| Class no. 9660 | Working papers used to develop all management plans. Includes draft plans, reports analysing issues and comments received from areas of the organisation. (Date range: 1912 -) | Destroy 1 year after adoption of final plan |
| Class no. 9661 | Copies of all transport services and regulations plans. (Date range: 1912-) | Destroy when no longer required for administration or as a reference document |

TRANSPORT SERVICES AND REGULATIONS

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Policy

The activities associated with developing and establishing decisions, directions and precedents which act as a reference for future decision making, as the basis from which the organisation's operating procedures are determined.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9662 | Final version and key supporting records of significant policies, where the policy has a far-reaching affect or major impact on the transport services and regulations function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1912 -) | Retain as national archives |
| Class no. 9663 | Final version and key supporting records of policies that do not have a far-reaching affect or major impact on the transport services and regulations function. Includes: <ul style="list-style-type: none"> • policy proposals • key research papers • results of high-level consultations • supporting reports • major drafts that require high-level sign off by senior officers • final policy documents • national policy documents. (Date range: 1912 -) | Destroy 20 years after policy is superseded |
| Class no. 9664 | Working papers relating to the development and establishment of transport services and regulations policies. (Date range: 1912 -) | Destroy 5 years after policy is superseded |
| Class no. 9665 | Copies of transport services and regulations policies. (Date range: 1912 -) | Destroy when no longer required for administration or as a reference document |

TRANSPORT SERVICES AND REGULATIONS

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Procedures

Standard methods of operating laid down by an organisation according to formulated policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|---|
| Class no. 9666 | Master set of manuals, handbooks, directives etc. detailing procedures. (Date range: 1912 -) | Destroy 5 years after the procedures are superseded |
| Class no. 9667 | Records documenting the development of procedures. (Date range: 1912 -) | Destroy 1 year after the production of procedures |
| Class no. 9668 | Copies of manuals, handbooks, directives etc. (Date range: 1912 -) | Destroy when no longer required for administration or as a reference document |
| Class no. 9669 | Procedures relating to the capacity allocation process. (Date range: 1912 -) | Destroy when superseded |
| Class no. 9670 | Aviation security procedures. (Date range: 1912 -) | Destroy when superseded |

Program Funding

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TRANSPORT SERVICES AND REGULATION - Policy.

For the procedures to be followed relating to program funding, use TRANSPORT SERVICES AND REGULATION - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9671 | Records documenting the activities involved in the allocation of funds for new and existing programs. Includes: <ul style="list-style-type: none"> • funding approvals • supporting calculations • variations • final payments. (Date range: 1912 -) | Destroy 7 years after completion of the program or project |

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Program Funding - Continued

The activities associated with assessing applications for, and allocating funds to programs. Includes payments and monitoring of expenditure.

For the program funding policy development, use TRANSPORT SERVICES AND REGULATION - Policy.

For the procedures to be followed relating to program funding, use TRANSPORT SERVICES AND REGULATION - Procedures.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9672 | Unapproved applications for funding (Date range: 1912 -) | Destroy 3 years after last action |
| Class no. 9673 | All working papers on the allocation of funds. (Date range: 1912 -) | Destroy 3 years after completion of the program or project |

Rebate, Subsidy and Levy Administration

The activities associated with administering rebate, subsidy, levy and similar schemes.

| Entry | Description of Records | Disposal Action |
|-------------------|---|---|
| Class no. 9674 | Records documenting the establishment and management of schemes. (Date range: 1912 -) | Destroy 20 years after scheme finishes |
| Class no. 9675 | Records documenting approved requests for payments or claims. (Date range: 1912 -) | Destroy 10 years after payment made |
| Class no. 9676 | Records documenting unapproved or withdrawn requests for payments or claims. (Date range: 1912 -) | Destroy 7 years after request denied or withdrawn |
| Class no. 9677 | Records documenting the receipt and dispersal of levy monies. (Date range: 1912 -) | Destroy 7 years after action completed |

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Reporting

The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of the examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9678 | Final version of formal internal reports and reports made to external agencies. (Date range: 1912 -) | Destroy 5 years after action completed |
| Class no. 9679 | Final version of progress work reports and status reports. (Date range: 1912 -) | Destroy 3 years after action completed |
| Class no. 9680 | Working papers documenting the development of reports including drafts and comments. (Date range: 1912 -) | Destroy 1 year after action completed |

Research

The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc and the business activities of the organisations in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc.

For research into the formulation of policy, use TRANSPORT SERVICES AND REGULATION - Policy.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9681 | Final version of research reports. (Date range: 1912 -) | Destroy 10 years after publication |
| Class no. 9682 | Drafts, comments and working papers documenting research. (Date range: 1912 -) | Destroy 5 years after action completed |

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Reviewing

The activities involved in re-evaluating or re-examining products, processes, procedures, standards and systems. Includes recommendations and advice resulting from these activities.

For initial evaluation and monitoring, use TRANSPORT SERVICES AND REGULATION - Evaluation.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9683 | Records documenting a review of programs and operations. Includes: <ul style="list-style-type: none"> • documents establishing the review • final report • action plan (Date range: 1912 -) | Destroy 5 years after action completed |
| Class no. 9684 | Working papers documenting a review of programs and operations. (Date range: 1912 -) | Destroy 2 years after action completed |

Statistical Analysis

The activities involved in the interpretation of statistical data collected by or provided to the organisation.

| Entry | Description of Records | Disposal Action |
|-------------------|--|--|
| Class no. 9685 | Final versions of statistical analysis reports and aggregated data used for trend analysis. (Date range: 1912 -) | Destroy 10 years after publication |
| Class no. 9686 | Databases of aggregated data used for trend analysis. (Date range: 1912 -) | Destroy 10 years after data superseded |
| Class no. 9687 | Working papers, calculations, drafts and documentation of methodologies used. (Date range: 1912 -) | Destroy 5 years after action completed |

TRANSPORT SERVICES AND REGULATIONS

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Transport Security

The processes involved in reviewing, developing security policy and setting standards, security programs and ongoing communication on aviation, maritime, rail and road transport security issues. Includes the regulations, practices, procedures and safeguards.

For the activities associated with protecting agency premises from unauthorised access or damage, use PROPERTY MANAGEMENT - Security.

For the activities associated with protecting agency information systems from unauthorised access, use TECHNOLOGY & TELECOMMUNICATIONS - Security.

For the activities associated with agency personnel security clearances and criminal record checks, use PERSONNEL - Security.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9688 | Records documenting the activities associated with checking compliance with the security regime and the identification of security risks from visits by international ships to Australia. Includes security audit reports. (Date range: 1912 -) | Destroy 30 years after last action |
| Class no. 9689 | Records documenting security programs approved by instrument for all modes of transport. Includes exceptions or approvals stated in legislation. (Date range: 1912 -) | Destroy 15 years after instrument closed |
| Class no. 9690 | Records documenting programs for all transport modes. Includes: <ul style="list-style-type: none"> • ad hoc security incidents • approvals for security related works procedures • counter terrorist arrangements. (Date range: 1912 -) | Destroy 15 years after action completed |
| Class no. 9691 | Records documenting liaison and high-level negotiations relating to all transport modes with Australian and international government agencies and organisations. (Date range: 1912 -) | Destroy 5 years after action completed |
| Class no. 9692 | Intelligence reports on specific security incidents. (Date range: 1912 -) | Destroy 5 years after issue closed |
| Class no. 9693 | Records documenting planning for international or special events, including exercises. (Date range: 1912 -) | Destroy 5 years after event |

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Tendering

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the processes of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT SERVICES & REGULATION - Contracting-out.

| Entry | Description of Records | Disposal Action |
|-------------------|---|--|
| Class no. 9694 | Signed contracts under seal resulting from tenders and supporting records: Western Australia. (Date range: 1912 -) | Destroy 20 years after completion or other termination of contract |
| Class no. 9695 | Signed contracts under seal resulting from tenders and supporting records: Victoria and South Australia. (Date range: 1912 -) | Destroy 15 years after completion or other termination of contract |
| Class no. 9696 | Signed contracts under seal resulting from tenders and supporting records: New South Wales, Queensland, Tasmania, Australian Capital Territory, Northern Territory. (Date range: 1912 -) | Destroy 12 years after completion or other termination of contract |
| Class no. 9697 | Records documenting the development and issue of tender documentation. Includes: <ul style="list-style-type: none"> • statement of requirements • request for proposals • expression of interest • request for tender • draft contract (Date range: 1912 -) | Destroy 7 years after tender process completed |
| Class no. 9698 | Evaluation of tenders received against selection criteria. Includes records documenting arrangements for carrying out the evaluation process, evaluation report, recommendations, final report and public notices. (Date range: 1912 -) | Destroy 7 years after tender process completed |
| Class no. 9699 | Records documenting post-offer negotiations and due diligent checks. (Date range: 1912 -) | Destroy 7 years after tender process completed |
| Class no. 9700 | Tender register. (Date range: 1912 -) | Destroy 7 years after last entry |
| Class no. 9701 | Signed simple contracts and agreements resulting from tenders and supporting records. (Date range: 1912 -) | Destroy 7 years after completion or other termination of contract |

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Tendering - Continued

The activities involved in receiving and assessing tenders, of making offers and finalising by contract arrangements for the supply, sale or purchase of goods and services.

For the processes of arranging, procuring and managing the provision of service by an external consultant once the tender has been finalised, use TRANSPORT SERVICES & REGULATION - Contracting-out.

| <i>Entry</i> | <i>Description of Records</i> | <i>Disposal Action</i> |
|---------------------|--|---|
| Class no. 9702 | Contract register. (Date range: 1912 -) | Destroy 7 years after last entry |
| Class no. 9703 | Records of unsuccessful tenders or a tender process where there is no suitable bidder, or where the tender process has been discontinued. Includes submissions, notification of outcome and reports on debriefing sessions. (Date range: 1912 -) | Destroy 2 years after tender process completed or decision made not to continue with the tender |